



## MB ChB (MB21) Year 3 Student Choice Information for Supervisors Academic Year 2023-2024

### INTRODUCTION

Year 3 is the final year of the Student Choice (SC) programme in MB21. The medical students have already completed Student Choice in Years 1 and 2. Although there are common aspects among SC in these three years, there are skills, knowledge and opportunities that are specific to each year. Year 3 SC represents significant novelty in relation to Year 1 and Year 2 SC, particularly with regard to the time allocated for the placement, the theme and the skills developed.

1. The Student Choice component of Year 3 enables students to select a 6-week placement/project from a wide selection of exciting possibilities.
2. The overarching theme for Year 3 SC is:

#### ***“Evidence Based Medicine in the broad sense”***

Medicine is mainly based on evidence. This evidence (in the broad sense) comes from many sources, including:

- Observational studies
- Interventional studies
- Case studies
- Laboratory research
- Qualitative methods
- Evidence synthesis
- Quality improvement

It is crucial for a medical student to be familiar with the ways by which different sources of evidence inform Medicine. Possible topics include, and are not limited to:

- Public health
- Personalised medicine
- Clinical work (primary and secondary care)
- Clinical epidemiology
- Pharmacology and therapeutics
- Laboratory based research (University and hospital based)

3. In Y3 SC, students will be exposed to a more advanced analytical experience than in Y2 SC. This will enable them to better know and understand the clinical and basic elements of medicine. As a consequence, students will be exposed to, and will benefit from, new transferable skills from a range including:

- using scientific method and principles to design their chosen study
- searching for evidence in the literature and critically appraising it using advanced literature searches
- generating evidence relevant to their chosen study
- understanding of relevant methodologies, including technical and ethical principles used in the study
- assessing the quality of the evidence with appropriate tools and integrating, reflecting and critically appraising different sources of evidence
- data analysis and presentation of data
- reflecting on the application of evidence in clinical settings

Students are also expected to be more independent, so contributing to their leadership skills.

Placements/projects are available within a number of Schools within the University and across all the Clinical Academies within Bristol Medical School. For example, students could opt for placements in a hospital academy, a local GP practice or a university department. Some placements/projects also offer the chance to work with

organisations outside the University and NHS, for example with charities, residential homes and schools.

The role of supervisors is key and central. Supervisors will ensure that students develop the knowledge and skills required to make the most of their placements. For this reason, the commitment and close involvement of Year 3 SC supervisors is both necessary and very valuable in order to ensure the best experience for the students.

We very much thank you for your contribution to the Student Choice programme this year!

Dr Rachel Sunley, Student Choice Academic Lead for Yr3

Dr Santi Rodriguez, Student Choice Co-Lead

### **WHO CAN SUPERVISE A PLACEMENT/PROJECT?**

We are keen to recruit supervisors from any faculty within the university and the academies. Supervisors are normally academic members of staff at the University of Bristol or NHS staff who hold honorary contracts with the University.

The main supervisor should be a permanent staff member of the University of Bristol or the NHS who is of sufficient seniority to assume responsibility for all aspects of the placement; although it is perfectly acceptable for her/him to delegate aspects of delivery to other members of the team or a 3<sup>rd</sup> sector organisation.

### **WHAT IS THE ROLE OF THE STUDENT CHOICE PLACEMENT/PROJECT SUPERVISOR?**

- Propose an exciting placement/project that can realistically be attempted in six weeks
- Complete a risk assessment form for the placement **when you submit your placement proposal** (a proforma and examples of risk assessments for different types of placement are attached).
- Complete the supervisor agreement included in the proposal form.
- Discuss the risk assessment with students as soon as they start the placement.

- Ensure that ethical approval is in place prior to the start of the placement if it is required. It is important to note that, if required, obtaining ethical approval is the responsibility of the supervisor, rather than the student.
- Undertake supervision of the students during the placement period. The following meetings are compulsory, and if the project is held online these meetings should occur virtually
  - ✓ First meeting: Meet with individual students to discuss details required to start the placement
  - ✓ Weekly meetings. Meet with individual students at least once per week through the placement. Weekly meetings are compulsory and need to cover discussions with individual students including their progress and possible issues in relation to the placement. Guidance to resolve any possible difficulties faced by each student will be provided.
  - ✓ Last meeting: Meet with individual students on or around the last day of the placement to give immediate verbal feedback on achievements during the placement period
- Mark the Choice placement/ project report in accordance with the supplied marking criteria by the deadline stated (refer to timeline at the end of the document). If you are unavailable to mark, you should arrange for your deputy to undertake this for you.

**Importantly, supervisors will be required to provide information on student attendance at weekly meetings. This is key for Year 3 Student Choice, since student progression depends upon this.**

#### **WHAT ARE THE BENEFITS OF BECOMING A YEAR 3 STUDENT CHOICE SUPERVISOR?**

- **Teaching:** Choice placements/projects are a great opportunity to teach undergraduate medical students and to contribute to their overall development as effective doctors.
- **Students:** The fact that students choose their placement/ projects means that they are usually very engaged and interested in the subject matter of their placements.

- **Outcomes:** It is likely that students produce results of interest to the supervisor. Scientific outcomes include pilot data to inform further projects or grant applications, publications in journals, posters to conferences, etc. Clinical outcomes include audits, case studies, etc.
- **Funding:** there is a generous provision of funding for each student undertaking a placement (see below for further details)

### **WHEN WILL THE YEAR 3 STUDENT CHOICE PLACEMENTS TAKE PLACE?**

The Year 3 Choice placements in 2023-24 will run in a 6-week block at the end of the academic year from 10th June – 19th July 2024.

For a summary of key dates in Year 3 Choice placements, please see below the Timeline for Year 3 Student Choice (2023-2024).

### **WHAT TYPE OF PLACEMENTS CAN BE PROPOSED IN YEAR 3 STUDENT CHOICE (2023-2024)**

As the Choice supervisor you can propose any combination of placement that provides the student with a great experience. Such as:

- Example one: ward experience of cardiology including ward rounds, catheter laboratory experience, outpatient clinic experience combining all this with a review of the literature.
- Example two: online based project with virtual meetings/discussions with students, self directed learning from literature, virtual clinics.
- Example three: experiential learning of how cookery impacts health and mental wellbeing, yoga, meeting patients with chronic health issues and learning to communicate a healthy diet plan, literature review to support learning.
- Example four: Laboratory based project using PCR and pulsed gel electrophoresis to ascertain MRSA variants, literature review.

These are not exhaustive examples, but hopefully give an idea of the range and varied types of placements that can be offered, both in person and virtual. It is key

that EVERY project contains a literature search and review as this is a key skill in Year 3.

### HOW DO I PROPOSE A YEAR 3 STUDENT CHOICE PLACEMENT?

In order to be eligible, potential supervisors will need to apply by filling in a standard form where they include information about placement details, maximum and minimum numbers of students that can be taken, details about the supervisor(s) and any other relevant information about the placement, including ethical approval and other aspects. New proposals representing follow-up studies of Year 2 SC placements, INSPIRE projects or others are welcome.

All applications will be considered by the Year 3 Student Choice working group at the beginning of each academic year and if successful added to a catalogue that will be made available to Year 3 SC students.

Please complete the [Year 3 Student Choice Placement Proposal form \(link\)](#) and a risk assessment (attached) for the placement by **Friday 10<sup>th</sup> November 2023**. Email the risk assessment document to [medadmin-3choice@bristol.ac.uk](mailto:medadmin-3choice@bristol.ac.uk).

### HOW DO STUDENTS CHOOSE THEIR PLACEMENTS?

Students choose their placements/projects from the online catalogue which contains all placements/projects offered.

Students will select 7 choices in February 2024.

**Please note that the first selected title will be considered as the preferred placement/project by the student. The remaining 6 choices will not be in order of preference, so that all these 6 titles will be considered equally acceptable.**

### HOW ARE PLACEMENTS/PROJECTS ALLOCATED TO STUDENTS?

The allocation of placements/projects is a two-stage process:

- In the first stage, we will consider only the preferred title selected by each student. We will tabulate all chosen titles with the selected supervisors. If the number of the places offered by each selected supervisor is equal or less than the number of students showing interest for that supervisor, then we will

allocate all these students to their selected supervisor. If there are more students than places, then the supervisor will be invited to select student/s for their placement based on the written statement students have given on their application form and any additional information required by the supervisor. Alternatively, the Year 3 Student Choice team will allocate them.

- In the second stage, placement/project allocations for all students who did not get their preferred placement will be made using a rigorous random-allocation process aimed to optimise the fit between students' selections and supervisors' offerings. In the unlikely event that it is not possible to allocate a student to one of their 7 preferred choices, the student will be contacted directly and offered a choice from the remaining available placements/projects.

Allocation will also depend on the minimum and maximum number of students offered by each supervisor. Specifically, if the minimum number of students required by a supervisor to run their placement is not met then the supervisor will have the opportunity of not running their placement during that academic year. This would avoid a situation specific to some placements where a minimum number of students is required to make them educationally and financially viable.

If any placement is withdrawn by a supervisor due to insufficient number of students, then students who selected these placements will be reallocated by following the procedures stated in the second stage of the allocation process (see above).

### **EACH ALLOCATED PLACEMENT/PROJECT IS A CONTRACT BETWEEN A SUPERVISOR AND A STUDENT**

Once the student has been allocated to a placement offered by a supervisor, both need to agree in writing to carry out all tasks required in the placement/project. By signing this agreement/contract, the supervisor will ensure that the placement/project takes place at a required standard to enable completion by the student and that the student is also aware of their responsibilities. This is a two-way contract with obligations on the student as well as the supervisor. Failure of a supervisor to comply with this agreement/contract may result in withdrawal of their placement from the catalogue in the current academic year and/or in future years.

Please note that there may be unexpected and unavoidable reasons by which a student allocated to your placement/project may not be able to undertake it or may not be able to undertake it in full. These are very unusual, and include health reasons, failure to progress to Year 3 (due to failure of exams, withdrawal, suspension of studies, etc.).

Due to the nature of the allocation process, we will not normally be able to replace any student(s) unable to undertake your placement.

On the other hand, as exam results are communicated to students in the middle of the placement time, it is likely that the few students who fail their exams in Year 3 will have to terminate their placement part way through, to enable them to prepare for resit exams. **Please account for this when planning activities within the last two weeks of the placement and avoid planning any trips during this period.**

### CHANGING A SUPERVISOR

In the case of the supervisor being unable to undertake their supervision and / or assess the student(s), they will need to identify appropriate cover. This cover must ensure the required standard for all the tasks involved in the placement, which remains the responsibility of the principal supervisor of the placement (usually the person submitting the placement to the catalogue). The original supervisor needs to write to the Year 3 Admin Lead at [medadmin-3choice@bristol.ac.uk](mailto:medadmin-3choice@bristol.ac.uk) with details of their placement and the named cover explaining why it is no longer possible for them to undertake the supervision and/or assessment and certifying that the placement will be delivered to the agreed standard.

If you have problems, please discuss this with the Yr3 Student Choice Academic Lead Dr Rachel Sunley ([rachel.sunley@uhbw.nhs.uk](mailto:rachel.sunley@uhbw.nhs.uk)).

### WHAT ARE THE FUNDING ARRANGEMENTS TO SUPPORT A YEAR 3 STUDENT CHOICE PLACEMENT?

Most students are supervised by staff working in University of Bristol Schools and Academies (including the virtual academies of Psychiatry and Primary Care). These "provider organisations" receive "Medical Undergraduate Tariff" in exact proportion to



the length of the SCP (in this case six weeks) and the number of students signed up. The MUT rates are subject to annual review and details are available on request.

Provider organisations have varying arrangements with individual supervisors with respect to compensation. It may be for instance that supervisors who are doing their supervision in NHS or University time are not paid additionally. Provider organisations can also subcontract SCP supervision to external organisations and individuals. For example, GP practices are remunerated by Primary Care for setting students up to run audits and quality improvement projects. Providers can negotiate rates of remuneration based on the extent of the supervision offered.

Exceptionally payment can be made directly to organisations outside the University/Academy structure such as charities. Money cannot be paid directly to individual supervisors and must flow through provider organisations. MUT funding to provider organisations is stored centrally and reimbursement made to the parties concerned once the Student Choice placement has been completed and student numbers confirmed.

## **ACCOMMODATION AND TRAVEL COSTS**

The School / Trust / Primary Care / organisation where each supervisor is based should provide accommodation locally to students undertaking placements outside of Bristol or, alternatively will be able to reimburse students for travel costs if they are expected to travel daily from Bristol to the location where the placement will take place.

## **ADDITIONAL TEACHING SESSIONS**

Additional teaching sessions specific to Y3 SC will be available in order to support students, including advanced literature search sessions.

## **SUBMISSION OF THE PLACEMENT REPORT BY THE STUDENT**

The deadline for students to upload their Year 3 placement report to Blackboard will be Friday 6<sup>th</sup> September (12 noon).

The student will need to submit a plagiarism statement cover sheet with their report; this will be available on Blackboard. Students will also be requested to complete the

Academic Integrity online learning module and quiz at the point of submission of their report.

Penalties will apply for late submission of the report according with University regulations.

## **ASSESSMENT PROCESS**

The end-product of a student's placement/project is a written report, together with any appendices. Assessment of Year 3 SC will be similar in relation to Year 2 SC, but there are 3 elements novel to Y3 SC:

1. Students' placements/projects will be assessed on the basis of an individually-written report (3000 words, excluding references and appendices – longer than in Year 2 SC. Please refer to the word count details below) showing more comprehensive and advanced understanding of Evidence Based Medicine. References and in-text citations must be in Harvard style, not Vancouver.
2. The report will include two summaries of the placement (not required in Y2 SC).
  - a. A scientific abstract (300 words) (to be written in a specified format similar to Medical or Scientific Conferences)
  - b. A lay summary (300 words) (free of all jargon and able to be understood by a lay person)

Written reports will be marked by the supervisor, but this should not be an onerous task. Some moderation will be done centrally to maximise consistency between markers.

Supervisors are required to assess reports according to standard marking criteria, also available to students. More details on the assessment process (and associated deadlines) for the report will be made available nearer the time.

- Students who find they have failed the OSCE and /or the Progress Test will withdraw from Year 3 Student Choice to enable them to prepare for resits (which will probably be in the final week of the Student Choice, or the week following).

- Students can fail their Year 3 Student Choice either in terms of engagement or by having their written report marked as unsatisfactory. Engagement will be recorded by the supervisor at the weekly meetings with students throughout the placement.

Please note that although some elements of a placement may involve groups of students (e.g. teaching sessions, activities, sharing data, etc.), the final report has to be written up individually, not as a group.

Presenting work to a wider audience is not part of the assessment process in Year 3 Student Choice, but we encourage supervisors to offer this opportunity to their students.

The 3,000-word count includes:

- The 300-word scientific abstract and 300-word lay summary
- Headings and subheadings
- Figure and table legends

The word count does not include:

- Cover sheet
- Title page
- Acknowledgements
- Contents page(s)
- Abbreviations page
- List of references
- In-text citations
- Text in tables (exc. legends as above)
- Text in figures (exc. legends as above)
- Index
- Appendices

Penalties will apply for exceeding the word count.

## KEY CONTACTS/STUDENT SUPPORT

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### ACADEMIC STAFF CONTACTS

The Academic Lead for Student Choice in Yr3 is Dr Rachel Sunley ([dh19881@bristol.ac.uk](mailto:dh19881@bristol.ac.uk)).

The Academic Co- Lead for Student Choice is Dr Santi Rodriguez ([santi.rodriquez@bristol.ac.uk](mailto:santi.rodriquez@bristol.ac.uk)).

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### ADMINISTRATIVE STAFF CONTACTS

The Year 3 Student Choice Administrative Team can be contacted via the Year 3 Student Choice Mailbox ([medadmin-3choice@bristol.ac.uk](mailto:medadmin-3choice@bristol.ac.uk).)

## Timeline for Yr3 Student Choice (2023-2024)

Placement proposal submission:

Stage	Deadline
Call for Supervisors to submit applications / Call for bespoke placements	Monday 10 <sup>th</sup> October
Deadline for Proposal submission and sign supervisor agreement	Friday 10 <sup>th</sup> November 2023
Placements reviewed and revisions requested	Friday 1 <sup>st</sup> December 2023
Deadline for revisions	Friday 15 <sup>th</sup> December 2023
Final revisions reviewed	Friday 12 <sup>th</sup> January 2024
Supervisors Informed of decision	Friday 19 <sup>th</sup> January 2024
Catalogue of Choices Created and checked	Friday 26 <sup>th</sup> January 2024

Placement applications:

Stage	Date
Catalogue of placements released to students	Monday 29 <sup>th</sup> January 2024
Application form available to students	Monday 29 <sup>th</sup> January 2024
Students complete application form	Monday 12 <sup>th</sup> February 2024

Student Allocations:

Stage	Date
Allocate students	Friday 1 <sup>st</sup> March 2024
Supervisors and academies informed of numbers for placement (sent student names and emails)	Friday 8 <sup>th</sup> March 2024
Students informed of placement allocations	Friday 22 <sup>nd</sup> March 2024
Students to complete agreement form	Friday 12 <sup>th</sup> of April 2024

### Student Choice Q&A - Wednesday 8<sup>th</sup> May

Marking:

Stage	Date
Student Choice placements take place	10 <sup>th</sup> June – 19 <sup>th</sup> July 2024
Students submit reports	Friday 6 <sup>th</sup> September (12 noon)
Students with extensions	Friday 13 <sup>th</sup> September (12 noon)
Deadline for completion of marking	Wednesday 18 <sup>th</sup> September
Marks released to students	Thursday 26 <sup>th</sup> September

